



**ASSISTANT SECRETARY OF DEFENSE
6000 DEFENSE PENTAGON
WASHINGTON, DC 20301-6000**

December 23, 1999

**COMMAND, CONTROL,
COMMUNICATIONS, AND
INTELLIGENCE**

**MEMORANDUM FOR CHIEF INFORMATION OFFICER, DEPARTMENT OF THE ARMY
CHIEF INFORMATION OFFICER, DEPARTMENT OF THE NAVY
CHIEF INFORMATION OFFICER, DEPARTMENT OF AIR FORCE
CHIEF INFORMATION OFFICERS, DEFENSE AGENCIES**

SUBJECT: DoD Information Technology Systems Registration and Certification

The FY 2000 DoD Appropriation Act, Section 8121, requires you to register your mission critical and mission essential information technology systems with my office by March 31, 2000, or risk losing appropriated and defense working capital funding for those systems. It also requires me to certify and report to Congress that your major automated information systems are developed in accordance with the Clinger-Cohen Act of 1996 before milestone approval. Our plan to accomplish these actions is outlined below.

Registration

Section 8121 (a) requires all mission critical and mission essential systems to be registered. While compliance with this legislation must be the first order of business, my intent is to use the resulting information as the foundation for an effective DoD IT management process. Maximum use of in-place systems will be made to encourage timely, meaningful and integrated responses, in full accordance with the spirit of the Clinger-Cohen Act of 1996. We intend to use the current DoD Y2K Reporting System (including its classified version) as the initial data repository for IT Registration, and evolve it into our permanent DoD IT Registry as Y2K issues subside. Letters from you confirming that all your mission critical and mission essential systems have been uploaded into the (now Y2K) databases are required by March 1, 2000.

We have assembled an Integrated Product Team to address registration issues. It is in the process of defining terms (such as "mission critical" and "mission essential") and choosing required data elements and providing the linkages to the IT Budget Exhibit identifiers that will be required to link registration to programs and budgets. By January 15, 2000, this process will be completed, and further specific guidance will be issued. My POC for the Integrated Product Team and for system registration is Major Lois Belin, (703) 602-0980, Extension 119, deloise.belin@osd.pentagon.mil.



Compliance Certification

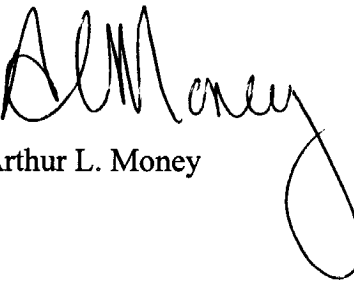
Section 8121 (b) describes the minimum criteria for meeting certification requirements to include the following:

- Business process reengineering - Describe actions taken to streamline or reengineer the critical business processes before decisions were made to invest in the new system.
- Analysis of alternatives - Identify and discuss the alternatives analyzed to determine that a new AIS program should be initiated for a valid mission need. Indicate actions taken when the mission functions are inherently governmental, and no alternative private or governmental source better support the functions. Address how the preferred technical and programmatic alternatives were selected. This should include a discussion of the cost-benefit analyses used to evaluate the alternatives.
- Economic analysis - Include a calculation of the return on investment.
- Performance measures - Describe measurable performance indicators used to systematically track the process made in achieving predetermined goals.
- Information assurance (IA) - Identify a strategy consistent with the Department's Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR) Architecture Framework. Specifically, describe what actions are being taken to enhance IA.

A key part of meeting these requirements is the establishment of a consistent DoD review process, which will allow me to take advantage of your certification processes. To that end, a working group has been established to compare existing CIO certification processes and develop the common DoD process.

Only those major IT systems (as defined in DoD 5000.1) that are scheduled for Milestone I, II or III approval in FY 2000 are subject to the certification requirement. While the processes are being developed, my staff will work with each of you to ensure that we have full agreement on those systems. The budget documentation presented in Form 300b for those systems must be very carefully reviewed to ensure that it supports the certification documentation.

My points of contact are Ms. Marva White, (703) 604-1597,
marva.white@osd.pentagon.mil and Mr. Ed Wingfield, (703) 604-1583,
ed.wingfield@osd.pentagon.mil, and they will issue further guidance as it is developed.



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